

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length ____ ☒ Formal Training and Development Assignment

Position Title: Conference Rm / Event Mgmt Analyst
Dayshift 8am - 4:30pm

Classification: BSA, BSO 1 (Spec)

Location: Central Office, Sacramento

Section/Unit: PUC 102

Salary Range: \$\$2495-\$3708/\$3658-\$4446

Number of Vacancies:

Job Description: (includes typical duties)

Within the Facilities Management Bureau, under the direction of the Lead for the Conference Room and Event Management Unit at the Central Office, the incumbent will be responsible for customer service duties in relation to conference room scheduling and event management. The position requires some physical work such as setting up and moving tables, chairs, AV equipment, podiums, etc. Other duties include making sure venues meet Fire Marshal requirements for accessibility and exiting and adhere to other rules and regulations as set forth by Franchise Tax Board for the use of our Facilities. Position requires very good interpersonal skills, the ability to work successfully with a wide variety of users, to take direction and problem solve, to work independently using tact and good judgement.

Required Knowledge, Skills, Abilities:

A good working knowledge of Microsoft products such as Outlook, Word and Excel.
The ability to do light physical work on a daily basis..
Excellent interpersonal skills.
Demonstrated ability to work independently and provide results.
Ability to follow directions from the Lead, and carry out tasks in an expedited manner.
Strong customer service and phone skills.

Desirable Experience/Qualifications:

The desire to learn and grow in a fast paced unit.
Please include your proof eligibility with your application.
Capability of lifting 40 pounds maximum

Mail or hand deliver your application by: 10/27/08

Contact Person: Sandy Green

Telephone Number: (916) 845-3228

Address/Room Number: Exam Unit, PO Box 550, Sacramento, CA 95812-0550

Special Instruction: **FTB Employees Hand Deliver or Route To: Sandy at M/S L223**

Please submit a State application form 678 and a statement of qualifications or resume that demonstrates meeting the required knowledge, skills, and abilities.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

"California State Tax Compliance: As required by the department's rules of conduct, all employees of the Franchise Tax Board (FTB) must be in compliance with the California Revenue and Taxation Code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at FTB. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with FTB."

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.